

**THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN**  
**University Health and Safety Committee**  
**Voting Members Minutes**  
**Dec 17, 2018 @ 11:00am, Location ADM 006a**

Kane, Nicola	(BCGEU)	Campus Planning & Development
Majeran, Michelle	(BCGEU)	Facilities Management
Zinz, David	(BCGEU)	School of Engineering, <b>co-Chair</b>
Vacant	(UBCFA)	
Vacant	(UBCFA)	
Moralejo, Lisa	(UBCFA)	School of Nursing
Wagner, John	(UBCFA)	Community Culture & Global Studies
Bizzotto, Roger	(M & P)	Facilities Management, <b>co-Chair</b>
Campbell, Troy	(M & P)	Campus Security
Guenard, Chris	(M & P)	University Relations
Guttman, Guy	(M & P)	Conferences and Student Housing

**Ex-officio**

Hingston, Adrian	(Ex-officio Member)	Associate Director, Risk Management Services
McLeod, Jason	(Ex-officio Member)	Risk Management Services
Michels, Cherie	(Ex-officio Member)	Risk Management Services

**Regrets**

Hohl, Shannon	(BCGEU)	School of Engineering
Wilson, Roger	(M & P)	Health & Wellness

**Recorder:** N. Ingram

**Chair:** R. Bizzotto

**1. Call to order and determination of quorum**

**2. Approval of Agenda**

Approval of Agenda for Dec 17, 2018

Moved/Seconded: C. Guenard, G. Guttman

**3. Approval of Minutes**

Approval of minutes from Nov 26, 2018

Moved/Seconded: G. Guttman, J. Wagner

**4. New Business**

4.1 No new business has been brought forward at this time.

**5. Old Business**

5.1 Update: Centralised funding for committee-related training A. Hingston (10 min)

- Response from S. Kayfish and training proposal
  - With move towards 3-committee (JOHSC) structure, RMS to provide training in-house as follows:
    - Legislative requirements for introductory training and records thereof w/in 6 months of joining committee (offered to standing committee members and

required of new committee members), in-house aim to provide training more relevant to campus environment

- RMS in consultation with JOHCS to develop suite of training and educational options for committee members, including:
  - On-site conference/workshops (various topics)
  - Workers' Compensation Basics and the cost of Accidents
  - Hazard Recognition and control
  - Accident Investigation
  - Inspections
  - Supervisor Safety Responsibilities
- Similar model taken by UBC Vancouver, where in-house training is offered and external training is funded by committee member's home department
- Feedback from existing committee indicates that training built into meetings or shorter sessions is preferable to long sessions; advanced training may be offered 1 day/year with blocks throughout year for subject-specific training

## 5.2 Update: Committee structure changes A. Hingston (10 min)

- Employer is in charge of how committees are structured but safety committees must be able to achieve their mandate
- Impetus for restructuring in: inspection report received by UBC Vancouver – single committee structure didn't allow the committee to meet its mandate
  - UBC as employer received notice from WorksafeBC; order applies to site, UBCV, but notice is sent to employer (UBC as a whole, not UBC Vancouver)
- Okanagan campus: RMS compared existing Okanagan structure to new Vancouver structure; focused groups comprising operational units will allow committee to better achieve its mandate (see supplementary material handed out at meeting)
- Committee structures at other institutions vary widely:
  - Institutions that use JOHSC – UBCV, SFU
  - Most other campuses have one committee per site
  - Many have a mix of "official" committees with non-legislative committees
    - Problem that occurs with this structure: committees from specific areas (i.e. non-legislative) may not meet – which we see at UBCO
- Process for restructure at UBCO:
  - Balance of different employment groups is fundamental and must be maintained in new committee structure; legislation requires at least equal numbers of worker and employer reps, while collective bargaining agreements often address the specific composition of committees
  - JOHSC structure for Okanagan campus has been approved by DRT (DVC's Direct Report Team) and Dean's Council, with recommendations from some deans on possible members (which are ultimately appointed by each employment group's union/association)
  - May require variance from WorksafeBC to move to 3-committee structure
  - Intended target is to have new committees established for new fiscal year
- Feedback: What current committee members would like to see from new committee
  - Input on restructuring
  - Ensure communication and cross-pollination is maintained between committees
    - Assigned RMS person to act as conduit, e.g. provide brief "info session" from other committees at each meeting
    - No limitation on subject matters that committees can discuss (i.e. AVPFO committee would not be limited to discussing only issues that affect operational staff) or need to limit communication between committees to formal reports

- Leave ability to form subcommittees in each committee's TOR; subcommittees may comprise of members from more than one safety committee
- Increased faculty participation and increased exploration of faculty-specific issues
- Increased exploration of workload and related mental health issues
- Mechanism for feedback from students
- Other considerations: what would you like your RMS "resource" person to bring to the table
- **Action:** A. Hingston to circulate Vancouver committee structures, investigation report

## 6. Standing Items

- 6.1 Building Inspections N. Ingram (5min)
- 17/18 inspection schedule **updated** and circulated
  - Building inspection not yet updated for 18/19 term – awaiting timeline for roll-out of new committee structure
- 6.2 Risk Management Services Report J. McLeod (5min)  
*RMS*  
 Attached as Addendum 1
- 6.3 Campus Security Report T. Campbell (5min)  
*Campus Security*  
 Attached as Addendum 2
- 6.4 Courses/Seminars/Opportunities – update N. Ingram (<5min)
- **RMS:**
    - Chemical Safety (Includes WHMIS)
      - Thu, Dec 20, 8:30-11:30am
      - Thu, Jan 3, 12:00-3:00pm
      - Tue, Feb 19, 12:-00-3:00pm
    - Lab Biological Safety Course
      - Tue, Dec 18, 12:00-4:00pm
      - Tue, Jan 9, 9:00am-1:00pm
      - Thu, Feb 21, 8:30am-12:30pm
    - **RMS course registration:**  
<http://riskmanagement.ok.ubc.ca/register.html>
  - **BCFed Health & Safety Centre:** <https://www.healthandsafetybc.ca/course-calendar>
  - **Note:** All BCFed courses run 8:30am-4:30pm.
    - Dec 18: Occupational Health & Safety Pt 1 – Kelowna

## 7. Date for next meeting:

January TBD

## 8. Adjournment

Addendum 1  
 Risk Management Services Incident Report Summary: Nov. 26 - Dec. 16, 2018  
 University of British Columbia (Okanagan Campus) Health and Safety Committee  
 December 17, 2018

2. Staff Accident/Incident Reports - Injury Reported - Nov. 26 - Dec. 16:

Nov. 29<sup>th</sup>: A paid student went to sit on a chair but didn't see a fragment of a wire brush embedded in a piece of rubber sitting on the chair. The wire became impaled in his left hand middle finger approximately 4mm into the finger. The injury was minor; the paid student removed the wire and self-administered first aid.

Dec. 10<sup>th</sup>: A worker was in an awkward position reaching behind some pipes when he felt a painful "twang" in his right wrist. Any wrist movement worsened the pain. The worker obtained first aid treatment from Campus Security and then followed up with medical treatment.

Dec. 11<sup>th</sup>: A worker was walking from LIB to ART when she slipped and fell. She was on her way to a meeting and she didn't feel like she had been injured in the fall so she carried on with her day. That evening, her shoulder became increasingly painful, and the pain had still not subsided three days later. At this point, the worker sought medical treatment.

Dec. 12<sup>th</sup>: A worker was changing light bulbs in glass overhead light fixtures. While replacing the bulb in one of the fixtures, the fixture fell and ended up causing a 2.5" laceration in the worker's forearm. Campus Security provided first aid treatment. Due to the size and depth of the laceration, the worker sought follow-up medical treatment. A work order has been approved to convert the lighting in this area to LED lights to reduce the frequency of required maintenance.

1. Staff Accident/Incident Reports - No Injury Reported - Nov. 26 - Dec. 16:

Dec. 14<sup>th</sup>: Water started to emerge from some floor drains on the 0 Level lab wing of EME. A hydrovac truck was brought onto campus, it vacuumed the water out of the building's external water filtration tank which immediately led to the water in the lab wing draining back into the drains. Going forward, Facilities Mgmt will increase the frequency with which they preventatively have the water vacuumed out of this tank.

3. Statistics - Nov. 26 - Dec. 16:

First Aid Statistics:

Total staff reports (not including contractors or students): 4

- Work-related (sprain, strain, cut, contusion, bruise): 4
- Internal & other: 0
- Non-work related (sprains, strains, cuts, etc.): 0

WorkSafeBC Claims:

- a) Approved - Health Care Only: 0
- b) Approved - Time Loss & Health Care: 0
- c) Pending Decision - Health Care Only: 2
- d) Pending Decision - Time Loss & Health Care: 1

**Addendum 2**  
**Campus Security Report**  
**University Health & Safety Committee**  
**Dec 17, 2018**

*Incident date Range: November 26, 2018 – December 17, 2018*

## First Aid / Medical Response: 16 total

<b>FACULTY / STAFF: 2</b> <b>CONTRACTOR: 0</b> <b>INCIDENTS FOR</b> <b>CONTRACTED STAFF</b>	<p>4 reports within the scope of the UHSC:</p> <p>Refer to the RMS UHSC report for more detail.</p>
<b>1 INCIDENT FOR</b> <b>OTHER (I.E. VISITOR</b> <b>OR STUDENT)</b>	<p>1 report within the scope of UHSC (contractor)</p> <p>At 1005 on December 3, 2018 received a call for a contractor with a cut to his head in the café.</p> <p>Determined contractor received laceration occurred at the bottom of the stairs where the bins are stored when he hit the top of his head on the low-lying sprinkler head. Security secured a strip of caution tape to the sprinkler line. (Photo attached).</p> <p>First-aid assessed and cleaned the 4cm laceration and noted the bleeding had stopped before the first aid assessment. Contractor reported feeling dizzy and slightly nauseous, and able to walk. supervisor transporting KGH for further assessment.</p> <p><i>12 requests for first-aid outside the scope of the UHSC (sports injury, mental health, illness, drug/alcohol overconsumption)</i></p>

See next page

**Hazardous Condition: 5 total**

<b>5 REPORTS</b>	<p>5 reports within the scope of UHSC:</p> <ul style="list-style-type: none"><li>• On 29 NOV 2018 at 0130H Campus Security observed lampstand labelled OC-04 C124-1, located on Knowledge Lane, opposite the CHP, to be not functioning. Work order 57868 was submitted for repair.</li><li>• On December 16 2018 3 lights in R Lot were burnt out and very dark. Work orders submitted to have corrected. C</li><li>• At 1635 on December 10, 2018: Dispatch received multiple calls about the F, H, E Lots and Alumni Ave street and parking lights being out. On-Shift Engineers were notified, and issue was resolved; At 1711, reported a system error/mechanical failure that engineers are attempting to fix. However, in the meantime, the lights are in manual mode and would remain on manually while the engineers attempted to correct the electronic failure.</li><li>• On 14 December 2018 at 2115h reported a four legged creature on the path between pond and marsh that ran toward them. Student thought it was a raccoon but could not be sure. Student said it ran toward them so they threw a rock toward it to scare it back into the bushes. Conservation was notified via email for information only purposes. Security dispatch instructed guard to close the area with caution tape.</li></ul>
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**Addendum 3  
Building Inspection Schedule**

Last updated: Oct 3, 2018

UHSC - Building Inspections 2017/18			
Team	Building	Status	Report to committee
Guy Guttman, Shannon Hohl	Residences: Monashee	Complete March 7, 2018	Y
Guy Guttman, Lisa Moralejo	University Centre (UNC)	Complete March 6, 2018	Y
Chris Guenard, Jason McLeod, MWO Inspector	Mountain Weather Office (MWO)	Outstanding from 16/17	
Troy Campbell, Michelle Majeran	Parking Lots F, H, E, R	Complete May 22, 2018	Y
Nicola Kane, Troy Campbell	Central Heating Plant		
Chris Guenard, David Zinz	Creative and Critical Studies	Complete June 14, 2018	Y
Guy Guttman, Lisa Moralejo	Gym/Hangar & Portable N	Complete Oct 1, 2018	Y
John Wagner, Shannon Hohl	Library		
Roger Wilson, Michelle Majeran	Nicola and Purcell Residences	Complete July 5, 2018	Y
David Zinz, Troy Campbell	Parking lot G	Complete Sept 14, 2018	Y
Shannon Hohl, Roger Wilson	Quonset Hut & Office	Complete	Y
Peter Urmetzler, Chris Guenard	Reichwald Health Sciences	Completed June 20, 2018	Y
Roger Bizzotto, Nicola Kane	Similkameen & Valhalla Residences		
Lisa Moralejo, Michelle Majeran	University House & Portable A	Completed Aug 8, 2018	Y